

EL PASO POLICE DEPARTMENT JOB ANNOUNCEMENT



CONTRACT POSITION

Title: VOLUNTEER COORDINATOR

Compensation: \$29,169 - \$41,409 (Depending on qualifications)

Typical Duties: Under general direction, plan, implement, and coordinate department's volunteer program. Ensure adequate provision of volunteer services to the department. Involves: interviewing volunteers to determine work history, skills and interests; assigning volunteers based on match between skills and interest of volunteers and the needs of the department; assisting staff assigned to supervise volunteers in developing work assignments. Develop and coordinate community awareness of volunteer program. Involves: planning, preparing and delivering presentations to groups and individuals; serving on ad-hoc committees, acting as liaison in inter-agency ventures, preparing public service announcements and arranging promotion by various city-wide media agencies; planning and directing activities to recognize volunteers and organizations that support program. Supervise assigned volunteers. Involves: scheduling, assigning, guiding, and evaluating work. Arranging for or engaging in volunteer orientation, training, development of program policies; explaining departmental and program rules, regulations and policies; enforcing personnel rules and regulations including those pertaining to standards of conduct, work attendance and safe work practices; counseling, motivating and maintaining harmonious working relationships; recommending termination, staffing, and status changes. Perform related administrative duties as required. Involves: coordinating volunteers' annual award banquet, collecting program and volunteer data, coordinating volunteer ID processing and background checks, obtaining insurance for volunteers enrolled in program, overseeing volunteer mileage reimbursement, and as assigned; substituting for subordinates; preparing statistical reports; maintaining files and records, and other duties as assigned.

Minimum Qualifications: Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Sociology, Social Work, Psychology or a related field and (2) two years of professional administrative experience in personnel recruiting, public relations, or in the administration of social service programs including at least (1) one year in a supervisory or managerial capacity.

Knowledge, Abilities and Skills: Considerable knowledge of administrative practices and procedures. Considerable knowledge of supervisory techniques. Considerable knowledge of correct English usage, grammar, spelling, punctuation and vocabulary. Good knowledge of training and development techniques. Good knowledge of computers and business software related to marketing and public outreach. Some knowledge of: recruiting methods and procedures; personnel practices and employment regulations; local organizations providing community services. Ability to plan, prepare and implement public outreach and marketing strategies. Ability to establish and maintain effective working relationships with co-workers, officials, news media, customers and the general public. Ability to develop and administer volunteer programs; enforce compliance with program rules and regulations.

Physical Requirements: Occasional mobility in indoor and outdoor environments to monitor activities, lifting carrying, pushing or pulling of moderately heavy objects, to set up event equipment or materials; climbing on platforms and event facilities; driving through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

Special Requirements: Subject to call back in unusual or unforeseen situations, and working flexible hours, weekends, holidays and extended hours as required.

Interested applicants must submit a **detailed resume including job functions** and salary history to:

Minnie Holguin
El Paso Police Department, Personnel Division
911 N. Raynor
El Paso, TX 79902
(915) 564-6959 fax

E-mail: HolguinH@elpasotexas.gov

Resumes will not be accepted after 5:00 p.m., April 28th, 2006

